

**STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
OFFICE OF ACCOUNTS AND CONTROL**

FY2015

**SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT
TO THE STATE CONTROLLER'S OFFICE
FOR FISCAL YEAR ENDING JUNE 30, 2015**

PAY PERIOD #	BI-WEEKLY PAYROLL PERIOD ENDING (SATURDAY)		TRANSMIT TO CENTRAL PAYROLL		PAYDAY (FRIDAY)	
1	JULY	12	JULY	15	JULY	18
2	JULY	26	JULY	29	AUGUST	01
3	AUGUST	09	AUGUST	12	AUGUST	15
4	AUGUST	23	AUGUST	26	AUGUST	29
5	SEPTEMBER	06	SEPTEMBER	09	SEPTEMBER	12
6	SEPTEMBER	20	SEPTEMBER	23	SEPTEMBER	26
7	OCTOBER	04	OCTOBER	07	OCTOBER	10
8	OCTOBER	18	OCTOBER	21	OCTOBER	24
9	NOVEMBER	01	NOVEMBER	03	NOVEMBER	07
10	NOVEMBER	15	NOVEMBER	18	NOVEMBER	21
11	NOVEMBER	29	DECEMBER	02	DECEMBER	05
12	DECEMBER	13	DECEMBER	16	DECEMBER	19
13	DECEMBER	27	DECEMBER	30	JANUARY	02
14	JANUARY	10	JANUARY	13	JANUARY	16
15	JANUARY	24	JANUARY	27	JANUARY	30
16	FEBRUARY	07	FEBRUARY	10	FEBRUARY	13
17	FEBRUARY	21	FEBRUARY	24	FEBRUARY	27
18	MARCH	07	MARCH	10	MARCH	13
19	MARCH	21	MARCH	24	MARCH	27
20	APRIL	04	APRIL	07	APRIL	10
21	APRIL	18	APRIL	21	APRIL	24
22	MAY	02	MAY	05	MAY	08
23	MAY	16	MAY	19	MAY	22
24	MAY	30	JUNE	02	JUNE	05
25	JUNE	13	JUNE	16	JUNE	19
26	JUNE	27	JUNE	30	JULY	03

PLEASE NOTE: Every effort must be made to transmit payrolls prior to or by the close of business on the Monday following the end of the payroll ending date. If a holiday occurs on the Monday following the payroll ending date, the payroll **MUST** be transmitted on Tuesday. If a holiday occurs on the Tuesday following the payroll ending date, payroll transmittal **MUST** be on the Monday following the payroll ending date.